

Equality in Employment

An equality analysis of the workforce and councillors of Herefordshire Council

January-December 2018

Introduction

Herefordshire Council is committed to employing a diverse workforce to help the organisation understand and relate to the community we serve.

It is a requirement of the Equality Act 2010 that all public organisations with more than 150 employees publish the diversity data of their workforce, and this is why Herefordshire Council has produced this document.

This report also includes our statutory gender pay gap report, which must be provided by all organisations with more than 250 employees.

One of the uses of this document is to see whether the workforce is generally reflective of the community that it serves, although nowhere is it implied that proportions of each protected characteristic should directly mirror the community.

This report provides information about the protected characteristics of Herefordshire Council's (non-school based) workforce of 1,262 individual employees as at 31 December 2018.

The numbers of individual employees in previous years were:

December 2017: 1,190
December 2016: 1,221
December 2015: 1,264
December 2014: 1,256
December 2013: 1,363

It also includes diversity information about our elected councillors, which is over and above what is required.

What's going to happen to this report?

Externally: This report will be published on the council's website, in order to comply with the Public Sector Equality Duty.

Internally: This report will be available to all employees and used to raise awareness of the need to record their information.



If you would like help to understand this document, or would like it in another format or language, please call the Information Compliance & Equality team on 01432 260216 or e-mail diversity@herefordshire.gov.uk.

Diversity Profile of Herefordshire Council Workforce

The following statistics relate to Herefordshire Council employees, and were correct as at 31 December 2018. The Census columns relates to the 2011 Census for Herefordshire. Some figures in these columns have been rounded, and so may not sum. Some figures in these columns have been amalgamated for ease of use, and should be used only as an indicative comparison.

Race

	Number	%	Census %
Any other ethnic group	3	0.2	0.2
Asian/Asian British	7	0.6	0.8
Black/Black British	6	0.5	0.2
Mixed ethnic background	7	0.6	0.7
White - Any other White background	42	3.3	4.3
White - British	809	64.1	93.7
White - Irish Traveller/Romany Gypsy	4	0.3	0.2
Prefer not to say	150	11.9	-
Information not obtained	234	18.5	-

- Of the 56 top 5% of earners, 34 (60.7%) identified as White British.
- Of the 232 new starters in 2018, 100 (43.1%) identified as White British, and 14 (6.0%) identified as “any other White background”. A figure of concern, however, is that information was not obtained for 112 of these new starters.
- The approximate percentage of BAME people in Herefordshire’s working age population is 4.9% (source: 2011 Census). This compares to 7.9% of the Council’s workforce (who declared their ethnicity). This is a fairly substantial increase on the 2017 figure of 4.8%, with the bulk of the increase being in the “any other White background” (was 28 people in 2017).

Sexual Orientation

	Number	%
Bisexual	5	0.4
Gay	6	0.5
Heterosexual	794	62.9
Lesbian	10	0.8
Prefer not to say	444	35.2
Information not obtained	3	0.2

- 2.6% of employees who have declared their sexual orientation have identified as lesbian, gay or bisexual (LGB). This is up from 2.1% in 2017.
- Stonewall estimates that 5-7% of the total population are LGB.
- The only relevant Census 2011 information relating to sexual orientation is that there were, at the time of the Census, 296 adult residents in Herefordshire who were living in a registered same-sex civil partnership. No reliable estimates exist of the proportion of the population identifying as LGB. A number of data sources can provide contextual information for Herefordshire, but none are reliable enough to be used as a proxy for the true number.

Diversity Profile of Herefordshire Council Workforce

Religion and Belief

	Number	%	Census %
Agnostic	70	5.5	-
Atheist	127	10.1	-
Buddhist	4	0.3	0.3
Christian	471	37.3	67.8
Humanist	3	0.2	-
Jewish	2	0.2	0.1
No religion or belief	76	6.0	22.8
Other	13	1.0	0.6
Pagan	2	0.2	0.1
Sikh	2	0.2	0.0
Prefer not to say	489	38.7	8.2
Information not obtained	3	0.2	-

- Our workforce's identification with a particular religion or belief has stayed fairly static from 2016 and 2017.
- The majority of employees identified as Christian (37.3%).
- According to the 2011 Census, Christianity remains the largest religion in Herefordshire at 67.8%. It is also the largest religion in England and Wales (59.3%).
- In 2011, 6.7% of the population of the West Midlands identified as Muslim – the second largest belief group. However in Herefordshire, Buddhists remained the second largest group at 0.3%, which is reflected in our workforce.

Marital Status

	Number	%	Census %
Civil partnership	5	0.4	0.2
Divorced or separated	23	1.8	11.8
Married	165	13.1	51.8
Single	79	6.3	28.3
Widowed	3	0.2	7.9
Prefer not to say	935	74.1	-
Information not obtained	52	4.1	-

- A substantial amount of additional information has been obtained in 2018, and so a more detailed picture of marital status is now available. For example, we now have figures for people in civil partnerships, and those who have been widowed.
- Statistics for same-sex marriage are not available, as they will be amalgamated with heterosexual (opposite sex) marriage.

Nationality

	Number	%
British	169	13.4
English	52	4.1
German	2	0.2
Irish	2	0.2
Other	4	0.3
Romanian	3	0.2
Scottish	4	0.3
Welsh	14	1.1
Prefer not to say	959	76.0
Information not obtained	53	4.2

This table shows how the workforce identifies with a particular nationality. The picture is rather more detailed than in 2017 when only 14 people identified as a nationality other than British or English.

Diversity Profile of Herefordshire Council Workforce

Disability

	Number	%
No	787	62.4
Yes	38	3.0
Prefer not to say	14	1.1
Information not obtained	423	33.5

- Of the 56 top 5% of earners, 2 people (3.6%) identified as disabled, which is a slightly higher figure than for the workforce as a whole.
- Of the 100 new starters in 2018, only one (0.4%) identified as disabled. A significant 56.0% of these starters failed to provide this information.
- 4.2% of the 167 leavers in 2018 identified as disabled.

	2014	2015	2016	2017	2018
No. disabled people as % of workforce	3.8%	4.4%	4.0%	3.4%	3.0%
No. disabled people as % of top 5% earners	6.3%	4.4%	5.7%	4.8%	3.6%

- The number of employees identifying as disabled has decreased in the last 5 years (see chart opposite).

- Of the employees who have identified as disabled in 2018, 73.7% work full-time.
- The impairments noted by disabled employees cover a wide range of conditions, including sensory impairment, mental ill health, mobility difficulties, progressive illness, and learning disability.
- According to the 2011 Census, a very rough estimate of 18.7% of Herefordshire's population (all ages) described themselves as having a "limiting long-term illness" (this is often used as a proxy for disability). This is a similar proportion to that for the West Midlands region (19%) and England and Wales as a whole (17.9%).
- However, when considering just the working age population of Herefordshire with a limiting long-term illness, the proportion is 7.8% (8.4% in the West Midlands region).

Age

	Number	%	Census %
Age 16-24	48	3.8	9.7
Age 25 to 29	100	7.9	5.3
Age 30 to 44	380	30.1	17.9
Age 45 to 59	570	45.2	21.2
Age 60 to 64	120	9.5	7.4
Age 65 to 74	36	2.9	11.2
Age over 74	8	0.6	7.2

The largest age categories of new starters in 2018 was the 30-44 age group (31.9% of all starters) and the 45-59 age group (31.5%). The largest age category of leavers in 2017 was the 45-59 age group (35.9% of all leavers).

Herefordshire has an older age structure than England and Wales, with people aged 65 and over constituting 23% of the county's population, in comparison with 17% nationally.

The top 5% of earners can be categorised as below:

	Number
Age 30-44	16
Age 45-59	38
Age 60 and over	2

Diversity Profile of Herefordshire Council Workforce

Gender

	Number	%	Census %
Female	942	74.6	51
Male	320	25.4	49

- 74.6% of the Council's workforce is female. This is a sharp contrast to the national workforce profile, where only 47% of all people in employment are female, however it correlates with the national profile for public sector workers - two thirds (67.9%) of the total workforce in public roles is female (source ONS, 2015).
- As at 31 December 2018, the organisation had 381 part-time employees. Of these, 88.4% were women.

	2014	2015	2016	2017	2018
No. women in top 5% earners	29	26	30	31	31
% women in top 5% earners	46.0%	38.2%	42.9%	50.0%	55.4%

Of the 56 top 5% earners, 31 (55.4%) are women. The chart opposite shows that the number of women in this category has not increased substantially, however their representation has increased as a percentage.

Grievances

A grievance is a concern, problem or complaint that has an effect on an individual's work performance. It is instigated by the individual employee concerned.

In 2018 there were 12 grievances (there were 9 in 2017) which can be analysed as follows:

Gender	
Female	9
Male	3
Disability	
Yes	0
No	12
Race	
White British	12
Age	
Aged 25-44	5
Aged 45-59	7

There are no areas of concern highlighted in this data.

Disciplinary Proceedings

Disciplinary proceedings occur when an employee's performance, conduct or behaviour falls below expected standards, and it has not been possible to resolve this by informal means.

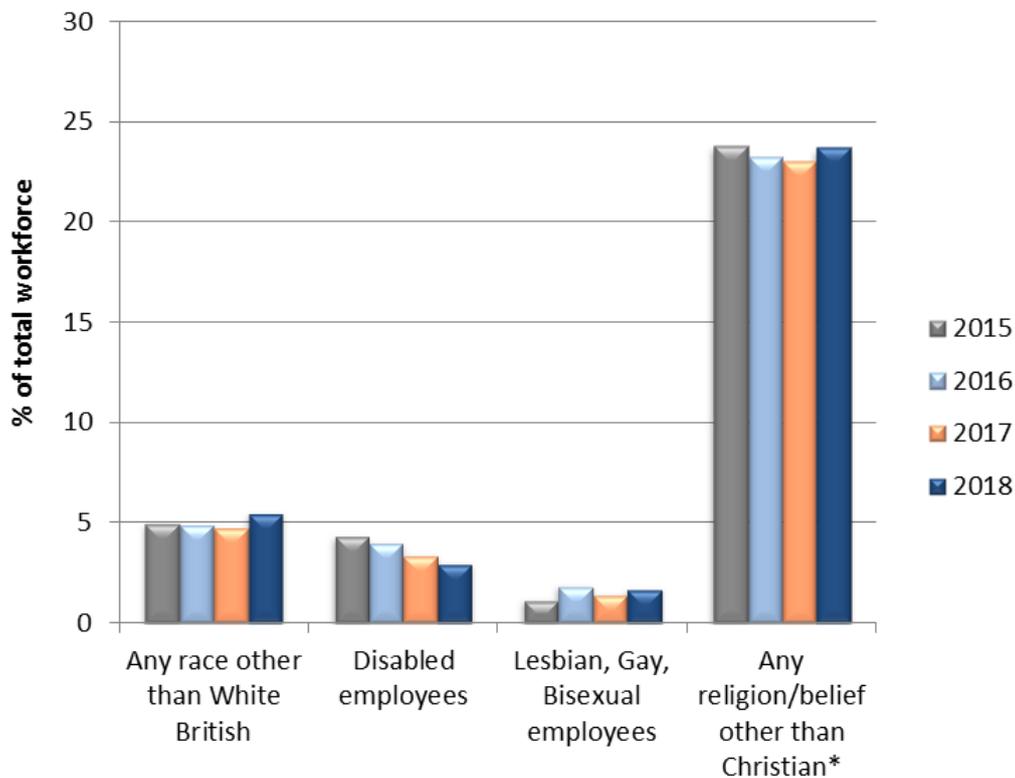
In 2018 there were 9 disciplinaries (there were 20 in 2017) which can be analysed as follows:

Gender	
Female	9
Male	0
Disability	
No	6
Not stated	3
Race	
White British	6
Prefer not to say	2
Information not obtained	1
Age	
Aged 30-44	3
Aged 45-59	6

There are no areas of concern highlighted in this data.

Summary and Analysis of Workforce Statistics

The chart below indicates comparisons in certain “protected characteristics” across the past four years. For each category, it indicates the number of employees as a percentage of the total workforce. Unlike age and gender, which are known characteristics for each of our employees, this is information which individuals are asked to volunteer.



**This figure includes "no religion or belief"*

There is only slight variation in these 4 “minority” categories in the last 4 years.

In the characteristics of race and religion/belief, Herefordshire Council is generally reflective of the local community.

There is a consistent reduction in the number of employees who identify as disabled in this 4-year period. With only 3.0% of our workforce identifying as disabled (versus approximately 7.8% of the county’s working age population), we do have an under-representation of disabled people in our workforce, although some of this discrepancy could be as a result of under-reporting.

Our workforce is predominantly female (which corresponds to national statistics for workers in the public sector). In 2018, women constituted over 55% of the top 5% of earners.

The percentage of Council employees in the two youngest age brackets (ages 16-29) has increased slightly but consistently over a period of five years.

Diversity Profile of Herefordshire Councillors

The following statistics were gathered in May 2015 from 53 councillors elected to Herefordshire Council. Since that time, several individuals have changed, and the following information does not reflect those changes. It can, however, be used as a close indication of the diversity profile of this group of people. The diversity data of councillors will be collected when the next full term Herefordshire local government elections take place in 2019.

Gender

	Number	%
Female	15	28.3
Male	38	71.7

Race

	Number	%
White British	44	83.0
Prefer not to say	1	1.9
Information not obtained	8	15.1

Disability

	Number	%
No	40	75.5
Yes	6	11.3
Prefer not to say	2	3.8
Information not obtained	5	9.4

	Number	%
Divorced or separated	5	9.4
Married	28	52.8
Single	6	11.3
Widowed	3	5.7
Prefer not to say	1	1.9
Information not obtained	10	18.9

Marital Status

	Number	%
British and English	46	86.8
Welsh	2	3.8
Other	2	3.8
Information not obtained	3	5.7

Religion & Belief

	Number	%
Agnostic/Atheist	5	9.4
Christian	31	58.5
No religion or belief	5	9.4
Other	3	5.7
Prefer not to say	3	5.7
Information not obtained	6	11.3

Sexual Orientation

	Number	%
Heterosexual	42	79.2
Prefer not to say	3	5.7
Information not obtained	8	15.1

Age

	Number	%
Age 30 to 44	6	11.3
Age 45 to 59	18	34.0
Age 60 to 64	5	9.4
Age 65 to 74	17	32.1
Age 74 to 84	3	5.7
Prefer not to say	1	1.9
Information not obtained	3	5.7

Summary/Analysis

- 74.6% of the Council's workforce is female, however only 28% of Councillors are female.
- These results indicate that there is no ethnic diversity within this group of Councillors.
- Our Councillors are generally within older age groups than our workforce.
- 6 Councillors have identified as disabled. At 11.3%, this is a significantly higher proportion than across the workforce.

Gender Pay Gap Report

Background

Since 2018, all public sector employers (with 250 or more employees) are required to annually publish information about the difference between pay for male and female employees. This is called the gender pay gap. The figures used in this report are based on a snapshot of the data on **31 March 2018**.

Definition

The gender pay gap is different to equal pay. **Equal pay** relates to men and women receiving equal pay for carrying out the same jobs, similar jobs or work of equal value. Not meeting this requirement is unlawful. The **gender pay gap** is a measure of the difference in pay between the average earnings of males and females. In line with government guidance, it is expressed as a percentage of men's earnings.

Workforce profile

There were 1,273 [relevant employees](#) working for Herefordshire Council on the snapshot date of 31 March 2018, of whom 28.7% were male and 71.3% were female. The gender pay gap analysis is based on head count, irrespective of the number of hours an employee works.

What information is required

Employers must calculate and publish the following information relating to their workforce:

1. The mean and median gender pay gap in hourly pay
2. The proportion of males and females receiving a bonus payment
3. The mean and median bonus gender pay gap
4. The proportion of males and females in each quartile pay band

Details of what these sections mean, can be found at www.gov.uk/government/news/view-gender-pay-gap-information.

The data on these pages has been calculated in line with government recommendations, and details can be found at <https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations>.

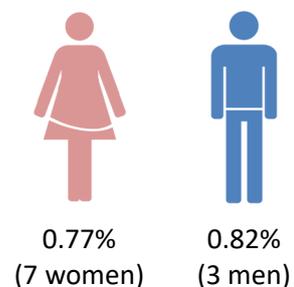
Results for Herefordshire Council

1. Overall mean and median gender pay gap

	Mean hourly pay	Median hourly pay
Female	£13.60	£12.13
Male	£14.71	£13.90
Pay gap (ie. women's hourly pay is:)	7.5% lower	12.8% lower

2. The proportion of males and females receiving a bonus payment

10 employees received a payment relevant to this category during the period under consideration (April 2017-March 2018). Whilst the council does not pay employees a bonus as such, the definition of a bonus for the purposes of this report includes welcome payments, retention bonus for hard-to-fill posts, and one-off honoraria awarded for a specific contribution.

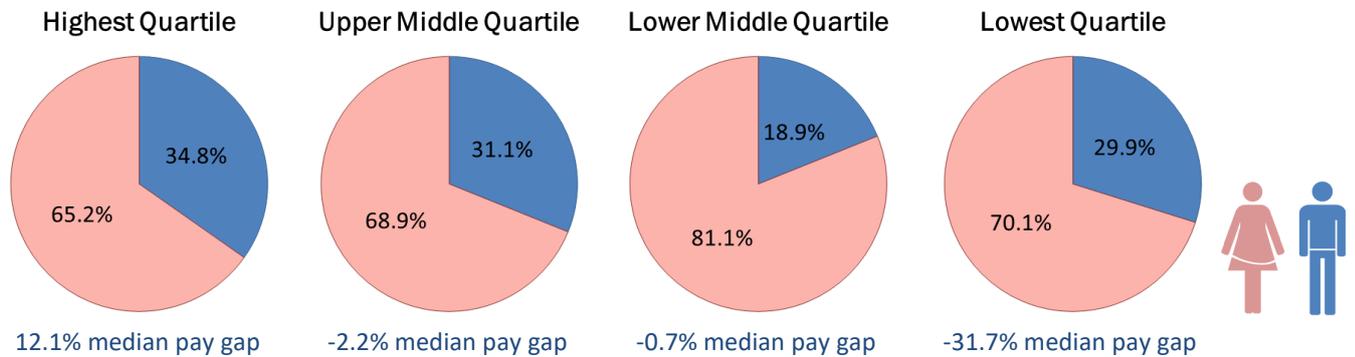


3. Mean and median bonus gender pay gap

	Mean bonus pay gap	Median bonus pay gap
Women's bonus pay is:	291.4% higher	304.9% higher

Gender Pay Gap Report

4. Proportion of male and female rate of pay in quartiles



The graphs above illustrate the spread of male and female earners across the organisation. They show the gender distribution across four equally sized quartiles, each containing around 317 employees. The quartiles are determined by ranking the hourly rate of pay for each eligible male and female employee, then dividing into 4 sections comprising an equal number of employees.

Comparison figures

In England and Wales, there is an overall median gender pay gap of 18.4% (source: Annual Survey of Hours and Earnings (ASHE), Office for National Statistics, 2017). This figure is across all industry sectors. This shows that a woman, on average, earns around 82p for every £1 earned by a man. The following ONS comparisons help to put Herefordshire Council's data into context:

	Type of comparison	Median pay gap (ie. women's hourly pay is:)
Herefordshire, all sectors 2017	Geographic	10.0% lower
Herefordshire Council 2018	-	12.8% lower
England and Wales all sectors 2017	Geographic	18.4% lower
UK public sector 2017	Sector	19.3% lower
West Midlands public sector 2017	Sector	23.0% lower
Age group 40-49, UK, all sectors 2017	Age	25.2% lower
Shropshire Council 2017	Sector	26.0% lower
Wye Valley Trust 2017	Geographic	27.9% lower

Findings

Herefordshire Council's female employees are generally earning 12.8% less than male employees. Whilst this is a significant disparity, it is an improvement on the 2017 figure of 15.4%, and compares well with the 2017 examples shown in the table above.

In the lowest-paid quartile, women are paid 31.7% more than men, but in the highest-paid quartile, women are paid 12.1% less than men.

Bonus statistics for 2018 are very different to last year's, showing that women's bonuses are 304.9% higher than men's bonuses. It is important to note that the figures are based on a very small number of people, and so are easily distorted.

Equality Objectives 2017-2019

Herefordshire Council's current equality policy is due to be reviewed in 2019. The policy currently details the following 4 equality objectives which are relevant to the diversity data of our workforce:

1. Capture the diversity data of 95% of all council employees

There are various reasons why data may not be available, eg:

- the organisation has failed to request or capture it
- an individual has not complied with a request to provide data, or actively chosen not to provide it

The table opposite shows the number of employees where information has not been obtained. It does not include:

- gender and age, as this information is automatically captured when someone is employed by the council
- people who have actively chosen that they "prefer not to say", as information in these cases has been obtained

2018	Info not obtained
Marital status	52
Ethnicity	234
Religion	3
Sexual orientation	3
Nationality	53
Disability	423
Total:	768

The total equates to 10.1% of voluntary information which has not been obtained. Therefore 89.9% of voluntary diversity data has been captured, which is an improvement on the 2017 figure of 76.0%. However improvement is still needed in order to reach our target.

2. Analyse diversity data of job applicants versus successful candidates

Our recruitment systems do not allow us to analyse the diversity data of job applicants versus successful candidates, and therefore this objective will have to be amended in the next review of our Equality Policy.

Nevertheless, diversity data is available for job applicants who provided this voluntary information from January-December 2018.

This data indicates that, of those people who provided information, 8.6% identified as disabled, signifying a gap between attracting disabled applications, and appointing them.

The data also shows that, of those applicants who provided information :

- 3.5% of identified as Lesbian, Gay or Bisexual
- 11.2% had an ethnicity other than "White British"
- 42.8% had a religion or belief other than Christian

The organisation is, therefore, attracting applicants with these minority protected characteristics.

3. Analyse diversity data of candidates standing for election versus successful candidates

Council elections are due to be held in May 2019, and diversity data will be requested from every candidate who stands, and from those who are successful. The figures will be reported in the January 2020 edition of this document.

4. Publish information on the council's gender pay gap

Gender pay gap information is available on pages 8-9 of this document.

Our equality objectives will be reported on annually, and published alongside our equality policy.